

**LONG RANGE PLANNING COMMITTEE**  
**CCS Office**  
**3355-J N. Arlington Heights Rd, Arlington Heights IL 60004**

**August 25, 2020**

**REMOTE PARTICIPATION**

The Long Range Planning Committee met remotely, without a physical quorum present due to the COVID-19 public health emergency.

**1. CALL TO ORDER**

The meeting was called to order at 1:30 P.M. by Chair P. Leffler.

**2. ROLL CALL**

S. Brown	Grayslake	K.I. Martens (arrived 1:34)	Crystal Lake
K. Danczak Lyons	Evanston	D. McNulty	Cary
P. Leffler	Morton Grove	B. Shepard	Indian Trails
S. Lempke	Niles-Maine	J. Tucci (arrived 1:32)	Lincolnwood

Also present: S. Murray, Algonquin; R. Malinowski, CCS; B. Stoneburner, CCS  
Absent: C. Lemmer, Lake Forest

**3. ADDITIONS TO THE AGENDA**

None.

**4. PUBLIC COMMENT**

None.

J. Tucci joined the meeting at 1:32 P.M.

**5. APPROVE MINUTES OF THE FEBRUARY 18, 2020 MEETING**

Danczak Lyons MOVED; Brown SECONDED to

**APPROVE THE MINUTES OF THE FEBRUARY 18, 2020 MEETING**

Ayes: Brown, Danczak Lyons, Leffler, McNulty, Shepard, Tucci

Nays: None

Abstain: Lempke

Absent: Lemmer, Martens

MOTION CARRIED BY ROLL CALL VOTE

K. Martens joined the meeting at 1:34 P.M.

## **6. STRATEGIC PLANNING PROCESS**

- a. Timeline – R. Malinowski issued an updated proposed strategic plan process timeline to the committee for review prior to the meeting. The revised timeline would target approval of the strategic plan by Governing Board in January 2021 with April 2021 approval if necessary. There was a discussion about the risk of creating the FY 21-22 budget without an approved strategic plan. R. Malinowski reported that CCS should have a general idea by November based on the completed needs assessments to incorporate into the budget.
- b. Board Self-Assessment – R. Malinowski emailed the drafted board self-assessment to the Long Range Planning Committee for review prior to the meeting and answered questions from the committee. The suggestion was made to add the CCS mission and vision language to the assessment. There was a discussion as to whether the board self-assessment tool should be sent separately from the needs assessment, but the committee agreed both should be sent to directors at the same time.
- c. Needs Analysis Planning – R. Malinowski will draft the needs assessment and email to the Long Range Planning Committee for review. The needs assessment and board self-assessment will be sent together to library directors and will include questions regarding libraries' immediate and long-term needs. R. Malinowski will send a summary of findings to the Long Range Planning Committee and the committee will meet in early October to review the responses before the October Governing Board.

## **7. NEXT STEPS**

- a. Set next meetings – B. Stoneburner to send a Doodle poll to the Long Range Planning Committee with proposed meeting dates for the rest of 2020.

R. Malinowski to draft the needs analysis and will send to the committee for review. Any committee member with additional suggestions for the needs analysis should send to R. Malinowski for review.

## **8. ADJOURNMENT**

Chair Leffler adjourned the meeting at 2:26 P.M.